

347—94.7(90A) Minutes, transcripts and recording of meetings.

94.7(1) *Recordings.* The commissioner shall record by mechanized means each meeting and shall retain the recording for at least one year. Recordings of closed sessions shall be sealed and retained at least one year.

94.7(2) *Transcripts.* Transcripts of meetings will not routinely be prepared. The commissioner will have transcripts prepared upon receipt of a request for a transcript and payment of a fee to cover its cost.

94.7(3) *Minutes.* The commissioner shall keep minutes of each meeting. Minutes shall be reviewed and approved by the board and maintained for at least five years. The approved minutes shall be signed by the commissioner.